

1 July 75

MEMORANDUM FOR: Chief, Staff Personnel Division, OP

SUBJECT: File Destruction - CY-1973

The following files were destroyed by the Professional Staffing Branch during CY-1973 in accordance with the Records Control Schedule. Although destroyed in 1973 the date of the material would have been prior to and including 1972.

Form 835, Applicant Processing Record: 5 X 8 card containing pertinent information on applicants in process such as name, dates of actions and appointments, clearances, etc. Held for one year from completion of action then destroyed. 4 in.

Form 2644, Invitee Schedule: Reproduced copy of 5 X 8 printed form containing schedule of appointments for applicant - date, place, and time. Serve as a tickler and are destroyed each month following completion of appointments. 2 in.

Form 2687, New Applicant File Acquisition Card: 3 X 5 card from which the Skills Bank Acquisition Lists are compiled. This card contains name, age, skills, asking salary, etc. Destroyed after two years. 44 in.

Acquisition Lists: List of applicant files banked showing name, skills, languages, etc. Destroyed after two years. 3 in.

Memoranda to OMS/PSS requesting test results. Destroyed after 1 year. 1 in.

Delinquent File Report: Listing by name of official applicant files charged out to a component over the 10 day review period. Destroyed after 1 year. 1 in.



Chief, Professional Staffing Branch

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